

## Policy Statement – Subdomains of *arkansas.gov* and *ar.gov*

<b>Administration of Subdomains of the <i>arkansas.gov</i> and <i>ar.gov</i> Domains</b>  <b>DRAFT</b>	<b>Document Number:</b> <b>PS-34</b>
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### 1.0 Purpose

Consistent internet names, or domain names, allow people to search for information on the Internet more easily. An internet domain exists called the **.gov** domain that is overseen by the federal government and reserved for use by federal, state, and local governments. The State of Arkansas has registered the domain names **arkansas.gov** and **ar.gov** for use by state and local government in Arkansas. Internet names assigned under the **arkansas.gov** and **ar.gov** domains will use consistent naming conventions to enhance the accessibility of information regarding state and local government.

### 2.0 Scope

Entities allowed to register subdomain names within the Arkansas **.gov** domains are Arkansas:

- 2.1 State Offices, Departments, Boards, and Commissions
- 2.2 Counties
- 2.3 Cities
- 2.4 Municipalities

### 3.0 Background

The Office of the Executive Chief Information Officer (ECIO) is the administrator for the **arkansas.gov** and **ar.gov** domains and the Department of Information Systems (DIS) is the technical contact for the **arkansas.gov** and **ar.gov** domains.

### 4.0 References

- 4.1 General Services Administration's Website for Domain Name Registration:  
<http://www.nic.gov/index.html>

## 5.0 Policy

- 5.1 Eligible entities may request subdomain names from the Office of the ECIO. The request should be sent on official letterhead stationary of the requesting organization and should be signed by an official authorized to represent the organization (agency director, city manager, etc.)
- 5.2 Eligible entities requesting to register the **arkansas.gov** and **ar.gov** domain names will use the following naming conventions:
- 5.2.1 Cities, towns and other municipalities will register their domain names at the third-level under the second-level state domain. The appropriate naming conventions would be **(cityname).ar.gov** or **(cityname).arkansas.gov**.
- 5.2.2 County governments will register their domain names at the third-level domain under the second-level state domain. The appropriate naming conventions would be **(countyname)county.ar.gov** or **(countyname)county.arkansas.gov**.
- 5.2.3 State offices, departments, boards, and commissions will register their domain names at the third-level under the second-level state domain. The appropriate naming conventions would be **(agencyname).ar.gov** or **(agencyname).arkansas.gov** or **(departmentname).ar.gov** or **(departmentname).arkansas.gov**. Agency or department abbreviations or well-known acronyms may be appropriate.
- 5.3 The Office of the Executive Chief Information Officer will respond to the request for a subdomain within 10 working days of the request.
- 5.4 If an eligible entity reserves a domain name, both the **arkansas.gov** and **ar.gov** names will be reserved to avoid confusion.

## 6.0 Procedures

- 6.1 Eligible entities may send the request for a subdomain name on official letterhead stationary of the requesting organization to the Office of the ECIO at 124 West Capitol, Suite 200, Little Rock, AR 72201.
- 6.2 Any entity who receives an Arkansas.gov or ar.gov subdomain name must comply with current requirements set forth by the General Services Administration which can be found at: <http://www.dotgov.gov>

## 7.0 Revision History

Date	Description of Change
x/x/2004	Original Policy Statement Published

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## 8.0 Definitions

- 8.1 Domain: Domain is a region of jurisdiction on the Internet for naming assignment. The General Services Administration (GSA) is responsible for registrations in the dot-gov domain.
- 8.2 Domain name: Domain name is a name assigned to an Internet server.
- 8.3 Internet Gov Domain: Internet GOV Domain refers to the Internet top-level domain "dot-gov" operated by the General Services Administration for the registration of U.S. government-related domain names.
- 8.4 Second Level Domain: The second-level domain is the next highest level of the hierarchy under the top-level domain. The second-level domain should define or describe the organization or entity that registered the domain, such as ***ar.gov*** or ***arkansas.gov***.
- 8.5 Third Level Domain: The third-level domain is next in the hierarchy. It is a further specialization within the organization or entity that registered the second-level domain, such as ***littlerock.ar.gov***.

## 9.0 Inquiries

Direct inquiries about this policy to:

Office of Information Technology  
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OIT policies can be found on the Internet at:  
[www.techarch.state.ar.us](http://www.techarch.state.ar.us)